

## Message Text

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PAGE 01 STATE 198958  
ORIGIN EB-08

INFO OCT-01 ARA-14 ISO-00 COME-00 /023 R

DRAFTED BY COM/BIC/OIM/JSMORSE/JRR AND EB/OCA/CM/JJREILLY  
APPROVED BY EB/OCA/CM/JJREILLY  
COM/BIC/OIM/RGARNITZ  
STATE/EB/OCA/AZUCCA  
STATE/EB/EX/RDERTADIAN  
STATE/ARA/ECP/MLUCY

-----115901 201910Z /50

R 200405Z AUG 77  
FM SECSTATE WASHDC  
TO AMCONSUL SAO PAULO  
AMEMBASSY BRASILIA

UNCLAS STATE 198958

E.O. 11652: N/A

TAGS: BEXP, BR

SUBJECT: LATIN AMERICA COMMERCIAL OFFICERS CONFERENCE

### 1. SUMMARY

STATE AND COMMERCE WISH TO SCHEDULE A LATIN AMERICA COMMERCIAL OFFICERS CONFERENCE AT THE U.S. TRADE CENTER IN SAO PAULO NOVEMBER 2-5, 1977. EMBASSY BRASILIA AND CONGEN SAO PAULO ARE REQUESTED TO ADVISE WHETHER THESE PROPOSED DATES ARE ACCEPTABLE AND IF THEY CAN PROVIDE THE LOGISTICAL SUPPORT OUTLINED IN THIS MESSAGE. END SUMMARY

2. STATE AND COMMERCE WISH TO SCHEDULE A LATIN AMERICA COMMERCIAL OFFICERS CONFERENCE AT THE U.S. TRADE CENTER IN SAO PAULO NOVEMBER 2-5, 1977. PROPOSED CONFERENCE WOULD BE PRECEDED BY AN ICEBREAKER RECEPTION ON THE EVENING OF

UNCLASSIFIED

PAGE 02 STATE 198958

NOVEMBER 1. CONFERENCE AGENDA WOULD CONSIST OF THREE AND ONE-HALF DAYS OF PRESENTATIONS, PANEL DISCUSSIONS AND WORKSHOPS. APPROXIMATELY 37 FOREIGN SERVICE OFFICERS FROM POSTS THROUGHOUT LATIN AMERICA AND 11 OFFICERS FROM STATE AND COMMERCE WOULD ATTEND THE CONFERENCE. AGENDA WOULD BE CONCLUDED EARLY ON THE AFTERNOON OF NOVEMBER 5.

3. LOGISTICAL SUPPORT REQUIRED FOR THE CONFERENCE WOULD

INCLUDE THE FOLLOWING:

A. HOTEL ACCOMODATIONS - IF THE EMBASSY AND CONGEN PERCEIVE NO OBJECTIONS TO SCHEDULING THE CONFERENCE ON THE DATES PROPOSED ABOVE, CONGEN IS REQUESTED TO APPOINT A CONFERENCE CONTROL OFFICER TO INQUIRE, WITHOUT INCURRING ANY FINANCIAL OBLIGATIONS, REGARDING AVAILABILITY OF SUITABLE HOTEL SPACE FOR THE CONFEREES. HILTON HOTEL HAS BEEN RECOMMENDED, BUT WE WOULD APPRECIATE RECEIVING CONGEN'S RECOMMENDATION IF ANOTHER HOTEL WOULD BE PREFERABLE. ACCOMMODATIONS WOULD BE REQUIRED FOR THE PERIOD OCTOBER 31 OR NOVEMBER 1 THROUGH NOVEMBER 4 OR 5. CONFEREES WILL BE REQUESTED TO CABLE THEIR SPECIFIC HOTEL REQUIREMENTS DIRECTLY TO THE CONGEN.

B. TRANSPORTATION - WE WOULD HOPE THAT THE TRADE CENTER OR CONGEN WOULD BE ABLE TO PROVIDE AUTOMOBILE TRANSPORTATION FOR THE DEPUTY ASSISTANT SECRETARIES WHO ARE EXPECTED TO ATTEND THE CONFERENCE. IN ADDITION, BUS TRANSPORTATION WILL BE NEEDED TO TRANSPORT THE CONFEREES FROM THE HOTEL TO THE SITE OF THE ICEBREAKER RECEPTION AND FROM THE HOTEL TO THE TRADE CENTER EACH MORNING.

UNCLASSIFIED

UNCLASSIFIED

PAGE 03 STATE 198958

C. CONFERENCE ROOM - TRADE CENTER WOULD BE EXPECTED TO MAKE AVAILABLE ITS CONFERENCE ROOM, MICROPHONES, ETC. FOR THE DURATION OF THE CONFERENCE. ANY INCREMENTAL EXPENSES INCURRED WOULD BE COVERED BY THE CONFERENCE BUDGET.

D. SECRETARIAL SUPPORT - ONE SECRETARY TO ASSIST ADVANCE OFFICER AND TO TRANSCRIBE CONFERENCE NOTES WOULD BE NEEDED. COMMERCIAL OFFICERS ATTENDING THE CONFERENCE WILL BE ASSIGNED AS RAPORTEURS FOR EACH SESSION.

4. ACTION REQUESTED: EMBASSY BRASILIA AND CONGEN SAO PAULO ARE REQUESTED TO ADVISE RICHARD GARNITZ, COMMERCE/OIM, AND ALBERT ZUCCA, EB/OCA, SOONEST WHETHER PROPOSED CONFERENCE DATES ARE ACCEPTABLE AND WHETHER ANY PROBLEMS ARE PERCEIVED IN MEETING LOGISTICAL REQUIREMENTS. IF NO DIFFICULTIES ARE FORESEEN WITH SUGGESTED DATES, WE WILL SEND TELEGRAMS TO POSTS CONCERNED AND REQUEST THAT THEY INFORM CONTROL OFFICERS DESIGNATED BY CONGEN AND WASHINGTON OF NAMES OF INVITED OFFICERS PLANNING TO ATTEND THE CONFERENCE. FROM THEIR RESPONSES, IT WILL BE POSSIBLE FOR THE CONGEN TO COMPILE A PRECISE REQUEST FOR HOTEL ACCOMMODATIONS. DETAILED DESCRIPTION OF CONFERENCE NEEDS AND SUGGESTED

AGENDA WILL FOLLOW. VANCE

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## Message Attributes

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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009